

# **State of Nevada IT Project Oversight Committee**

## **Agenda & Meeting Minutes**

**Meeting Name:** ITPOC  
**Facilitator:** Kathy Ryan  
**Recorder:** Maggie Thorne  
**Date:** November 6, 2003  
**Time:** 1:30 PM  
**Location:** State Library Board Room

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### **Attendees**

<b>Members</b>	<b>Attend ✓</b>	<b>Guests</b>
Kathy Ryan, DoIT	✓	John Stewart – DoIT
Terry Savage, DoIT		Donna Parton-Education
Roberta Roth, UCCSN	✓	Rick Larson – Education
Robert Chisel, NDOT	✓	Angela Grato – DoIT
Dave McTeer, IFS	✓	Randall Stevens – DoIT
Kathy Shabi, DETR	✓	Del Byassee – DoIT
Brian Kagele, SOS		Dave Haws – DoIT
Kathy Comba, DPS	✓	
Chuck Moltz, AG	✓	
Kim Munoz, SOS		

### **Minutes –**

The minutes from the 10/2/03 meeting were reviewed. A MOTION TO ACCEPT WAS MADE BY DAVE MCTEER AND SECONDED BY ROBERT CHISEL. MOTION CARRIED.

### **Agenda Items and Discussion**

1.	<p><b>Discussion of the funding issues for Child Nutrition Project:</b></p> <p>Angela Grato discussed the Child Nutrition Project and indicated that the project is made up of several different programs and that it is in its second year of funding.</p> <p>Phase II funding has been received. They are still concerned with enough funding for Phase I, they are \$69,000 short. Over the next month the group will look at specific details to see what can be accomplished with the monies available. Their main focus will be getting off legacy system so that they don't have to pay the ongoing support costs. They will have the project plan re-scoped for Phase I by early January.</p>
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	<p>Money is a concern, the project is federally funded 99.99% by the USDA; however, the group is concerned whether they will receive all the monies to complete the project. ITPOC members were concerned that there may come a time when the project would be a liability for the State. ITPOC offered to write a letter on behalf of Education if that would help and Rick Larson said that he would take the Committee up on the offer if they felt it was necessary. The group would report back to the Committee in December and asked to be placed on the agenda for January.</p>
2.	<p><b>Review of the Monthly MMIS-DSS IPR &amp; Deliverables:</b></p> <p>Del Byassee reported that he will have the Project Closeout for the MMIS project for the December ITPOC meeting. He indicated that the project was launched on time on October 1st and was a success – financials look good and everything is posting correctly. He did indicate they are addressing a few issues:</p> <ol style="list-style-type: none"> <li>1. Some Providers are frustrated and having a hard time transferring from their old paper method to the new electronic method.</li> <li>2. NOMADS eligibility still a problem requiring some manual work – the interface is complex, but it is being addressed.</li> </ol> <p>The Committee indicated they were looking forward to seeing the Project Closeout Report and lessons learned.</p>
3.	<p><b>Review of the monthly Tax MBT IPR:</b></p> <p>Del Byassee introduced Dave Haws as the new Tax Manager for the Unified Tax system. Dave indicated that he was not the project manager for the MBT project.</p> <p>Concern was expressed by the committee that this project did not have an IT project manager, which increased the project's risk.</p> <p>The Committee discussed the IPR prepared by Pam Sutton, the previous project manager for the MBT project. This report showed the project was 40% complete. Kathy S. expressed concern that the interface with the ESD system was still in the discussion stage and the January 1<sup>st</sup> due date was fast approaching.</p> <p>After a lengthy discussion, the Committee agreed to have Kathy R. escalate the committee's concerns to the CIO, Terry Savage and to schedule a meeting with Taxation as soon as possible to clarify issues raised during this meeting.</p>
4.	<p><b>Update on PMI Chapter in Nevada:</b></p> <p>Angela distributed information to the Committee on the Project Management Institute and the formation of a Reno/Tahoe/Carson City Satellite Group. She briefly shared with the group information about the organization and PMP Certification preparation.</p>

5.	<p><b>Discussion of DoIT Mainframe:</b></p> <p>John Stewart attended the meeting to address the concerns raised by the committee about the Mainframe Upgrade project at last month's meeting. Specifically the committee was concerned about the aggressive schedule for the mainframe upgrade. He said that he is reworking the project timeline that would include more time for user testing and that upgrading has been postponed until after January 2004. The revised plan will be ready for the December committee meeting. He said that he will meet with all the mainframe users to ensure he understand any concerns they may have, determine how much testing time they will need and factor that into the project schedule.</p>
6.	<p><b>Review of the monthly DETR Contributions Redesign CSPEC:</b></p> <p>The committee reviewed the monthly CSPEC and did not have any questions or concerns. The report did indicate progress is being made and a revised project plan would be submitted shortly.</p>
7.	<p><b>Review of the monthly DETR Raison CSPEC and quarterly risk management report:</b></p> <p>Kathy S. reported that the project is going well and on track. 75% complete. CBT (Computer Based Training) is due from the vendor on December 5<sup>th</sup> and all looks good for going live in January with more functionality than anticipated.</p>
8.	<p><b>Review of monthly Wildlife Licensing CSPEC:</b></p> <p>Kathy R. reported that she had not yet received a response from the Wildlife project manager on the clarification of changes in deliverable dates as a result of the 3<sup>rd</sup> contract amendment. She will follow up with Wildlife.</p>
9.	<p><b>Review of the MHDS AIMS to Avatar replacement project IPR &amp; Deliverables schedule:</b></p> <p>The committee reviewed the monthly IPR and deliverables schedule and did not have any questions or concerns.</p>
10.	<p><b>Review of the DCFS AIMS to Avatar replacement project IPR &amp; Deliverables schedule:</b></p> <p>The committee reviewed the monthly IPR. The Contract was scheduled for the 11/5/03 BOE and Dave McTeer reported that it was approved. Once approved the project schedule will then be finalized.</p>

### Action Items<sup>1</sup>

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
25.	6/6/2002	Review the Kansas Project Management guide and modify as needed	On Hold	On Hold	
26.	6/6/2002	Develop the Nevada Project Management training and certification program	On Hold	On Hold	
39.	7/10/03	Contact Wildlife and request clarification on the “Wring Out” process.	Kathy R.	Emailed 8/4/03 & 10/30/03	
42.	8/7/03	The committee requested the CNP project manager document the contingency plan for Phase 2 in the event sufficient funding is not obtained.	Angela Grato	Sched for Nov ITPOC mtg	
44.	9/11/03	Develop a template and guide for contingency plans. Update affected PSPs.	All		
45.	10/2/03	Contact Wildlife and request clarification on changes in deliverable dates as a result of the 3 <sup>rd</sup> contract amendment.	Kathy R	Emailed 10/30/03	
46.	10/2/03	Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk.	All		
48.	11/06/03	Address the issues regarding the Tax Project – schedule meeting with Chuck Chinnock to include Dave McTeer and Kathy Shabi – advise Terry Savage.	Kathy R	Priority	11/12/03

### Decisions<sup>2</sup>

Item No.	Decision	Date

### Approved By

Signature	Name	Role	Date

<sup>1</sup> *Action Item*: A commitment to complete an action or an assignment.

<sup>2</sup> *Decision*: Reaching a conclusion... particularly in response to a course of action.